



# Getting Started for Participants Quick Reference Guide

Blackboard Collaborate™ gives you the functionality you need to support a 21st century teaching and learning environment, such as two-way audio, multi-point video, interactive whiteboard, application and desktop sharing, rich media, breakout rooms, and session recording. Educators and students can engage as if they were in a traditional classroom, with as good as, or even better, outcomes.


## Tips on Participating in Session

### Preparation

- Find a comfortable place with no distractions.
- Before your first session visit the Blackboard Collaborate Support Center and click on “For First-Time Users: Getting Started”

- Use the Audio Setup Wizard to ensure that the audio is working correctly prior to your session.
- Take the Online Orientation or refer to the Participant Guide for information on all the features prior to your first session. This information and more is available from the On Demand Center located on our website – <http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx>

### In-Session

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup Wizard to test your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Raise your hand  when you have a question or a comment.
- Use Chat to send text messages to other participants and the moderator during the session.
- Remember that running other applications on your computer can slow your connection to the session.

# Participant's User Interface

The screenshot shows the Blackboard Collaborate interface for a session titled "Archaeology of Ancient Egypt ARCH201 - Fall Semester". The interface is divided into several panels and toolbars:

- Whiteboard Tools Palette:** Located at the top center, containing icons for drawing and editing tools.
- Application Sharing:** Located at the top center, containing icons for sharing applications and documents.
- Web Tour:** Located at the top center, containing an icon for navigating through the presentation.
- Audio Setup Wizard:** Located at the top left, containing icons for audio and video settings.
- Whiteboard:** The main central area displaying the presentation slides.
- Session Information:** Located at the top right, containing an information icon.
- Recording Indicator:** Located at the top right, showing a red recording icon.
- Audio & Video Panel:** Located on the left side, showing a video feed of a participant named "Sophia" and controls for "Talk" and "Video".
- Feedback, Step Away, Raise Hand, Polling Response:** Located in the middle of the left sidebar, containing icons for feedback, step away, raise hand, and polling response.
- Participants Panel:** Located in the middle of the left sidebar, showing a list of participants: "Sophia", "Amanda (Moderator)", "Emma", and "Dominic".
- Chat Panel:** Located at the bottom of the left sidebar, showing a chat window with messages from "Sophia" and "Dominic".
- Send Chat:** Located at the bottom of the left sidebar, containing a text input field and a send button.

